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6 February 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Shipping Addresses

REFERENCE: Memo fr Executive Officer, OL dtd 15 Jan 64,

Same subject

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1. I attended a meeting chaired by Mr. of CCS and attended by Mr. Chief, Cargo Branch/TD/OL.

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2. The purpose of the meeting was to discuss discrepancies of certain consignee addresses included in the Shipping Address Directory (see referenced memorandum). The problem is to purify

those addresses not previously cleared through

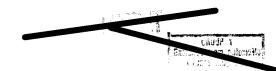
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- 3. It was agreed by those attending that the following steps should be taken to up-date the Shipping Directory:
 - (a) All requests for additions, deletions and corrections to addresses will not be honored by the Office of Logistics until such requests are coordinated with and concurred in by the Divisions and CCS.

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4. The DD/P components should be encouraged to direct field stations to forward requests affecting addresses to the Division for action and such requests will be coordinated with CCS before forwarding to the Office of Logistics.

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5. It is realized that the purification of the Directory will take some time, therefore, the Divisions should continue to use the current list of addresses until adequate cover addresses can be established. Commo will be contacted by CCS to bring them in line with the above recommended procedures.

// Office of SSA-DD/S

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	TRANSMITTAL SLIP 7 February 1964	
	TO: Mr. ROOM NO. BUILDING 7D16 Hqs	25X1A9a
	7D16 Hqs	
25X1A9a	I recommend that SSA-DD/S support the proposals in this memorandum. Mr. stated that several flaps have occurred resulting from obsolete addresses and addresses not properly documented	25X1C4a
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	Coma	
	FROM: Office of SSA-DD/S	
	ROOM NO. 7D10 BUILDING FOR THE EXTENSION	
	FORM NO . 241 REPLACES FORM 36-8 GPO: 1967—O-439445 (47)	